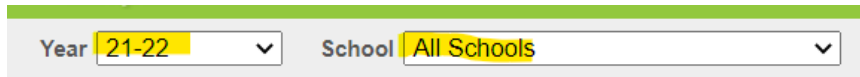


KECSAC Membership Report 2021 Validation

Select School Year 21-22 All Schools from the IC toolbar

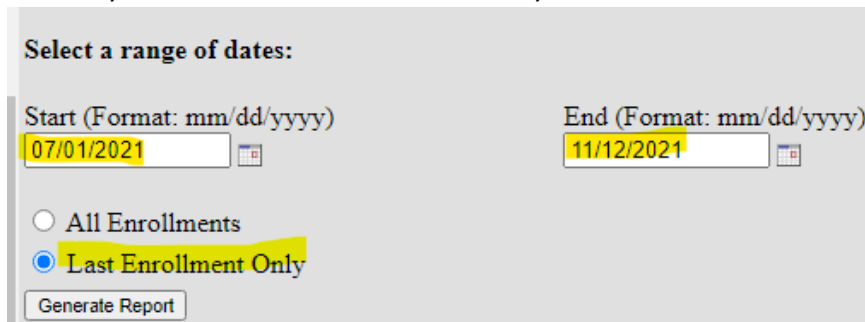


The screenshot shows a toolbar with two dropdown menus. The first menu is labeled 'Year' and has '21-22' selected. The second menu is labeled 'School' and has 'All Schools' selected.

Navigate to KY State Reporting | KDE Reports | KECSAC Membership

Generate KECSAC Membership Report to review the data during the data quality review window.

A date range must be entered; Start Date 07/01/2020 and end date select today's date for validating data for current year. Select the Last Enrollment Only radio button.



The screenshot shows a dialog box titled 'Select a range of dates:'. It has two input fields for dates. The first field is labeled 'Start (Format: mm/dd/yyyy)' and has '07/01/2021' entered. The second field is labeled 'End (Format: mm/dd/yyyy)' and has '11/12/2021' entered. Below the date fields are two radio buttons: 'All Enrollments' and 'Last Enrollment Only'. The 'Last Enrollment Only' radio button is selected. At the bottom of the dialog box is a button labeled 'Generate Report'.

The data will output as an Excel file, the following items should be checked.

- 1) Students with State Classification A1 or A5 (district-operated schools) – confirm the student is still considered a State Agency Child (SAC)
 - a. If student is considered SAC, then no action is needed.
 - b. If student is no longer SAC, then the KECSAC tab must be end dated as the date the student no longer qualified or enrolled into the A1 or A5 school. To update student KECSAC record navigate to Student Information | ILPA | General | KECSAC tab. Enter appropriate end date into **all active** records.
- 2) Students with State Classification A6 (KECSAC facility) – confirm all students are still considered SAC
 - a. If there are students in the facility not generated on this report, the student's KECSAC record must be created. To create a student KECSAC record navigate to Student Information | ILPA | General | KECSAC tab.
 - b. Students generating on the KECSAC Membership Report who no longer qualify as SAC must have **all active** KECSAC records end dated as of the date the student no longer qualified as SAC.
- 3) Confirm that all KECSAC students have only **one** active KECSAC record. All previous KECSAC records should be end dated.

Reference the [KECSAC Data Standard](#), Section A, for data entry guidance. Once all district KECSAC data is complete and accurate, please complete the [District KECSAC Validation Survey](#). The validation is due by **November 30, 2021**. Questions regarding SAC eligibility should be directed to [Sherri Clusky](#). Questions regarding Infinite Campus or the KECSAC Membership Report should be directed to [Windy Newton](#).